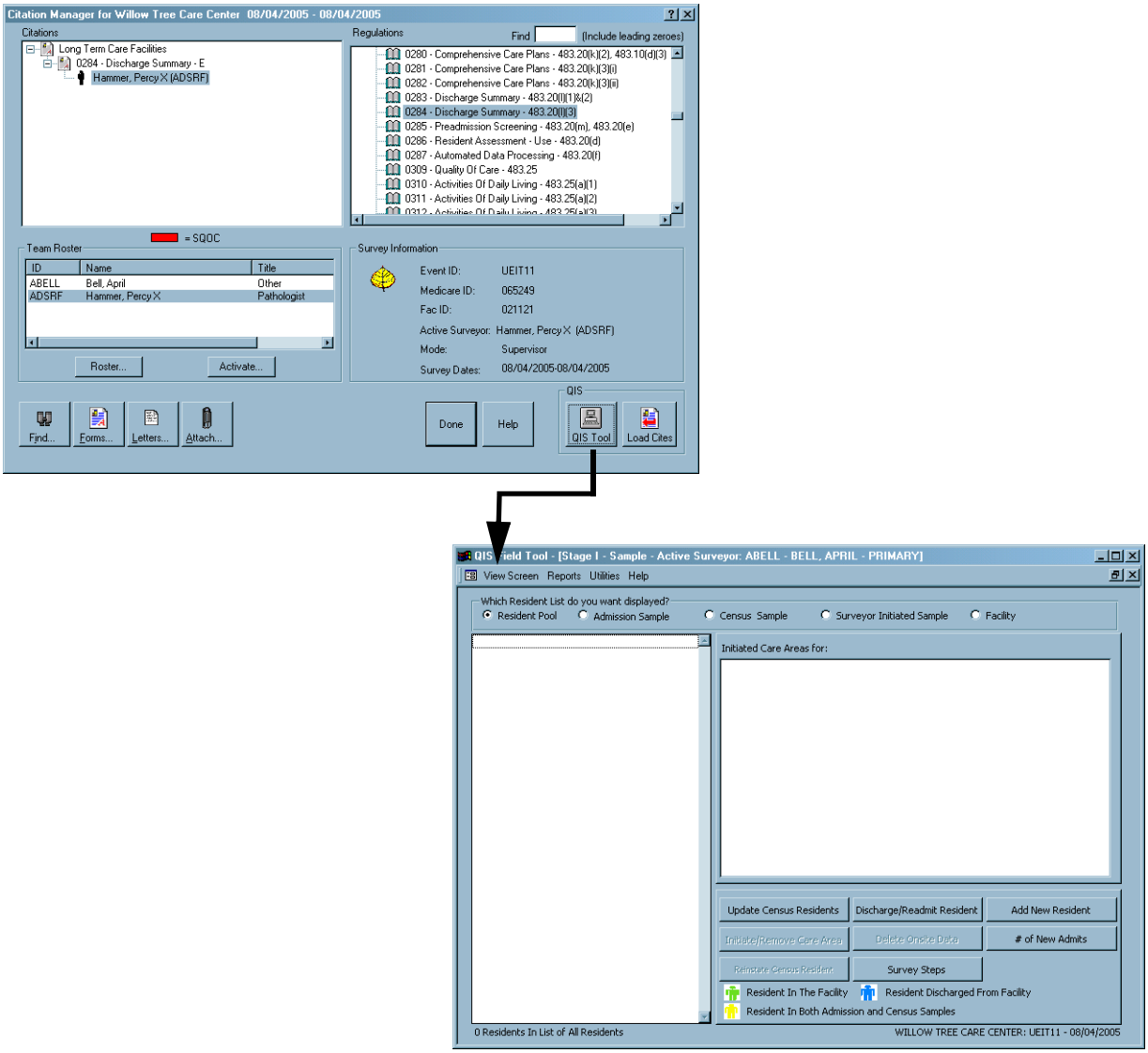
QIS Pilot



Training Guide

for 32-bit Windows® operating systems

October 6, 2006

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Systems Environment

Application Development: MS Visual C++ version 7.1

Desktop Database: MS Access 2000 or MS Access 2000 RTE

Server Database: Oracle Enterprise Server version 9.2.0

Oracle Call Interface and Objects for OLE version 10.1.0.0

MS Internet Explorer version 5.5 (Service Pack 2) or later to support the integrated Internet browser

Optional System Environments

MAPI Compliant E-mail client to support e-mail transfer of survey information

This document can be viewed online or printed in a duplex (two-sided) format. Blank pages have been inserted as needed for correct pagination in the printed copy.

Table of Contents

Introduction **5**

ASPEN and QIS **7**

QIS Structured Survey Process **8**

Installation and Setup **11**

Exercise 1: Install and Set Up ASPEN 8.5Q **13**

Task 1: Install ASE 8.5Q 13

Task 2: Configure QIS in ASE 16

Task 3: Create a QIS security group in ACO 17

QIS Surveys in ASPEN **19**

Exercise 2: Create a QIS Survey **21**

Task 4: Create a survey in ACO 21

Task 5: Export the survey and MDS data from ACO 23

Task 6: Import the survey and MDS data into ASE 25

Task 7: Enable decryption in ASE 27

QIS Survey Process **29**

Exercise 3: Prepare for Stage I **31**

Task 8: Start the QIS DCT from ASE 31

Task 9: Process imported MDS data 34

Task 10: Print initial Stage I forms 35

Task 11: Reconcile Census Sample and Resident Pool 36

Task 12: Discharge a resident from the Resident Pool 36

Task 13: Print revised Census Sample Report 37

Task 14: Export Stage I sample data 37

Task 15: Import Stage I sample data 38

Exercise 4: Complete the Stage I survey process **39**

Task 16: Collect Stage I data and enter it in the QIS DCT 39

Task 17: Back up (Export) Stage I survey data 40

Task 18: Merge (Import) Stage I survey data 41

Task 19: Back up merged Stage I survey data 42

Exercise 5: Prepare for Stage II 43
Task 20: Process Stage I data 43
Task 21: Print transition forms 44
Task 22: Create Stage II sample 44
Task 23: Print initial Stage II forms 45
Task 24: Assign Stage II tasks 45
Task 25: Print the Stage II Report 46
Task 26: Export Stage II sample data to secondary laptops 47
Task 27: Import Stage II sample data 48
Exercise 6: Complete the Stage II survey process 49
Task 28: Collect Stage II data and enter it in the QIS DCT 49
Task 29: Back up (Export) Stage II survey data 49
Task 30: Merge (Import) Stage II survey data 50
Task 31: Back up merged Stage II survey data 51
Task 32: Print the Potential Citation Report 51

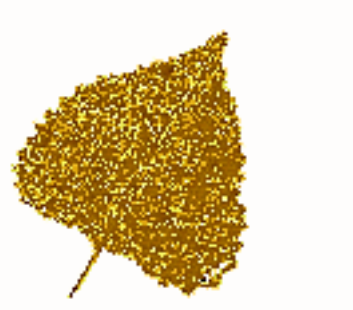
Post-survey 53
Exercise 7: Transfer and View QIS Data 55
Task 33: Transfer citations from the QIS DCT to ASE 55
Task 34: Archive a QIS survey and data in ACO 55
Task 35: View a QIS survey summary in ACO 57
Task 36: Export archived QIS data from ACO 63
Task 37: Import and view archived QIS data in the QIS DCT 63

Troubleshooting 65
Troubleshooting ASPEN 8.5Q 67

Introduction

In this section, you will be introduced to:

- ✔ **QIS integration in ASPEN**
- ✔ **QIS structured survey process**



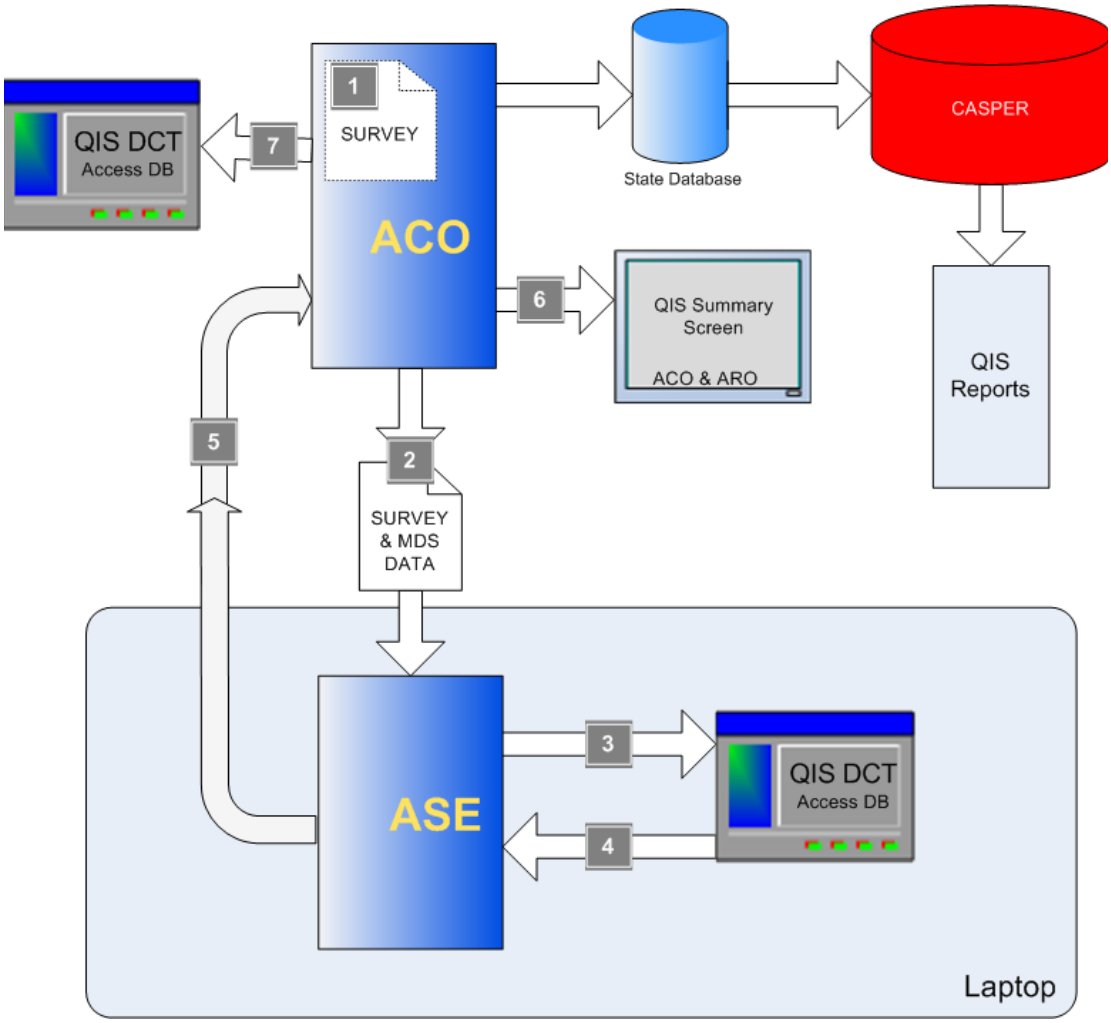
ASPEN and QIS

The Quality Indicator Survey (QIS) process was developed to ensure that Nursing Home surveys address all regulatory areas in a comprehensive and consistent manner. It is based on the use of quality of care indicators (QCIs) that cover both the process and outcome of care at the facility and resident levels. See " QIS Structured Survey Process" on page 8 for more detail.

A custom application, the QIS Data Collection Tool (DCT), is used throughout the QIS process to automate and simplify the survey sampling process, data collection and entry, and the processing and evaluation of survey results.

ASPEN 8.5Q integrates QIS both directly and indirectly. You can create and transfer QIS surveys in ASPEN, open the QIS DCT from ASPEN Survey Explorer (ASE), and export and import QIS survey data to and from the QIS DCT and ASPEN as shown below.

ASPEN/QIS Data Flow



QIS Structured Survey Process

The QIS process was designed to provide a structured approach to surveys of Nursing Homes that:

- Examines the full range of regulatory Care Area systematically and consistently.
- Identifies quality of care and quality of life problems accurately and consistently.
- Uses Minimum Data Set (MDS) data and information gathered onsite to full advantage.
- Automates selection of Care Areas of concern and potential citations.
- Improves documentation of findings throughout the survey process.

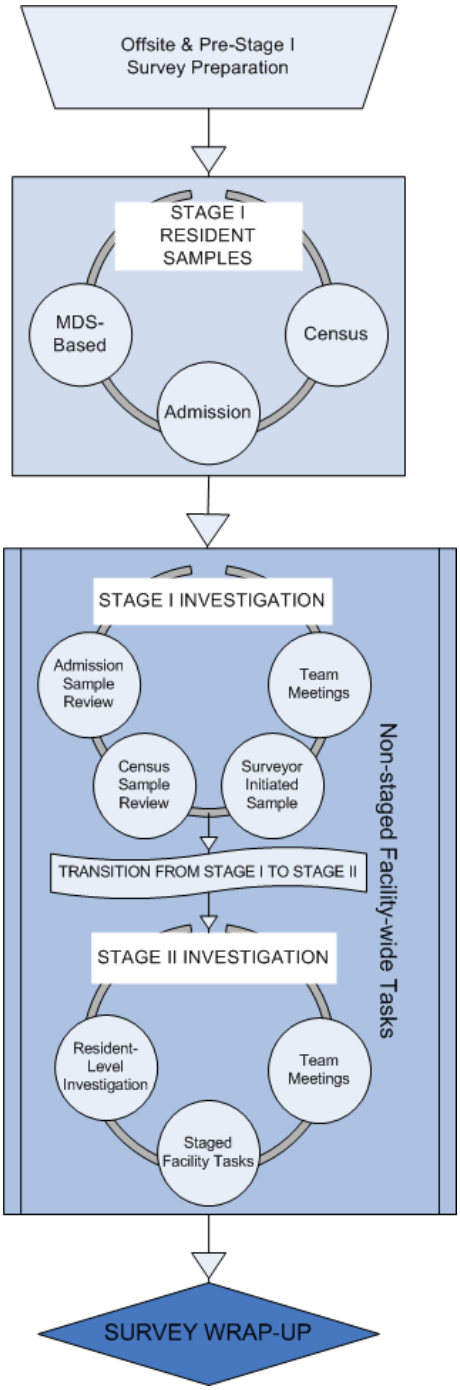
QIS surveys are conducted in two stages. Stage I is an initial quality assessment that uses several resident samples and a comprehensive set of quality of care indicators (QCIs) to identify resident Care Areas that should be more thoroughly investigated in Stage II. When the rate of a QCI exceeds an established threshold, it triggers a Care Area for Stage II examination.

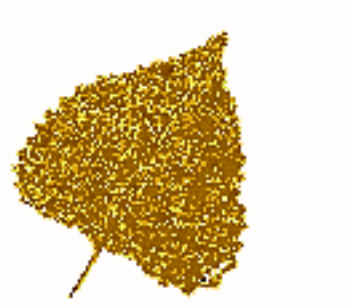
Stage II is a more in-depth investigation of Care Areas identified in Stage I. Critical Element Pathways (CEs) established for each Care Area guide the surveyor in a systematic review of the triggered Care Areas. The CEs assist surveyors in determining if the facility is in compliance with the associated regulations (F tags).

The QIS process also includes investigation of facility-level issues. Facility review tasks can either staged or non-staged. Staged facility-level reviews are triggered as a result of information gathered Stage I and are performed in Stage II. Non-staged facility-level reviews are conducted in either or both Stage I and Stage II.

The following diagram illustrates the various components and progression of the QIS process.

QIS Process

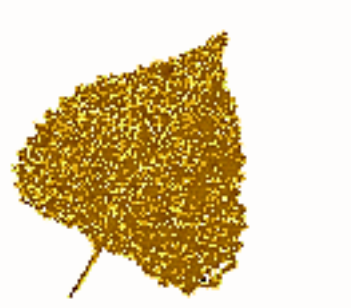

Offsite & Pre-Stage I Survey Preparation
STAGE I RESIDENT SAMPLES
MDS-Based
Census
Admission
STAGE I INVESTIGATION
Admission Sample Review
Team Meetings
Census Sample Review
Surveyor Initiated Sample
TRANSITION FROM STAGE I TO STAGE II
STAGE II INVESTIGATION
Resident-Level Investigation
Team Meetings
Staged Facility Tasks
Non-staged Facility-wide Tasks
SURVEY WRAP-UP



Installation and Setup

This exercise will teach you to:

- ✔ **Install ASE 8.5Q**
- ✔ **Configure QIS in ASE**
- ✔ **Create a QIS security group in ACO**



Exercise 1:Install and Set Up ASPEN 8.5Q

Components:

- ACO/ARO 8.5Q

  All pilot states will upgrade to ACO 8.5Q. A thin install for ACO 8.5Q will be available on the QTSO web site.

  All ROs will upgrade to ARO 8.5Q via third-party installation.

- ASE 8.5Q

  All pilot surveyors will upgrade to ASE 8.5Q and install the QIS DCT 3.0 and MS Access 2000 RTE, if Access 2000 isn't already loaded.

Task 1:Install ASE 8.5Q

You will install the Microsoft Access 2000 Runtime Engine (RTE), if Access 2000 isn't already loaded, and the QIS DCT 3.0 along with ASE 8.5Q.

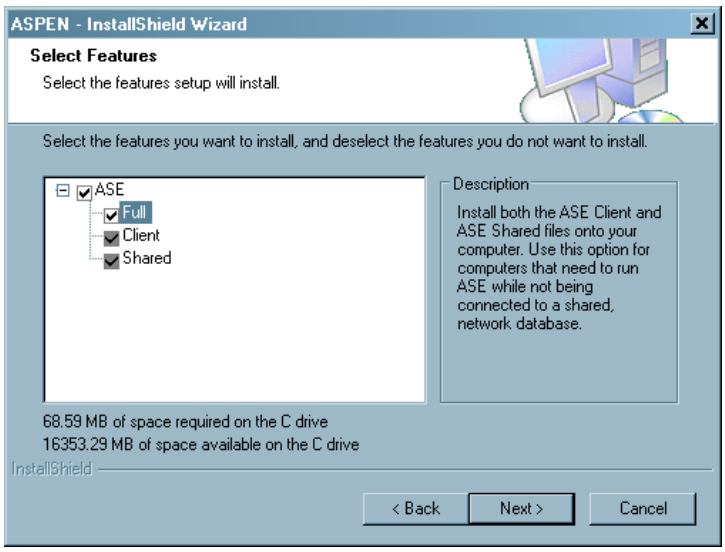
Before you begin:

- Make sure all applications are closed.
- **Optional:** If you plan to use ASE to connect to Aspen Central Office (ACO) data stored on the Oracle server, you must be sure the Oracle 10g client upgrade has been applied to your machine and that Oracle's TNSNAMES.ORA connection file has been properly implemented (see the ASPEN 8.1 installation guide for details).

Due to communication protocols used by the QIS DCT to connect to ASPEN in the current implementation, the QIS DCT and Access 2000 RTE files should be installed only to the default folders indicated by the Installer.

1. **Insert the ASE 8.5Q Install CD.**
2. **Click** **on the Taskbar at the lower left of your screen.**
3. **Select Run from the menu, then click** **to locate your CD drive.**
4. **Select SETUP.EXE, then click**
5. **On the Welcome screen, click**

6 **On the Select Features screen, click the ASE checkbox to select and perform a Full install.**


ASPEN - InstallShield Wizard
Select Features
Select the features setup will install.
Select the features you want to install, and deselect the features you do not want to install.
ASE
Full
Client
Shared
Description
Install both the ASE Client and ASE Shared files onto your computer. Use this option for computers that need to run ASE while not being connected to a shared, network database.
68.59 MB of space required on the C drive
16353.29 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

The Full option installs ASE 8.5Q, including the QIS DCT and Access 2000 RTE, on a standalone computer. The Client and Shared install options are not available for ASE 8.5Q.

Install the QIS DCT

7 **Click** Next > **to begin configuring the QIS Field Tool (QIS DCT) installation.**

8 **On the Welcome Screen for the QIS Field Tool Install, click** Next >

9 **Click** Next > **to accept the default Destination of C:\Program Files\QIS.**

10 **On the Ready to Install the Program screen, click** Install **to install the QIS DCT application.**

11 **On the InstallShield Wizard Completed screen, clear the checkbox to display the release notes and click** Finish

You are now asked, "Do you need to load the Microsoft Access 2000 Runtime Engine?"

12 **Answer** Yes **if you do not have Access 2000 loaded on your machine and continue with the next two steps.**

Answer No only if you already have Access 2000 loaded on your machine. The Installer will complete the QIS DCT install and proceed to the ASE 8.5Q install (step 15).

Having versions of MS Access other than 2000 on your machine may cause problems when you run QIS DCT.

Install Access 2000 RTE

Note: If you already have Access 2000 on your machine, you do not need to install the RTE, so you will skip the next two steps.

13 **On the Microsoft Access 2000 Runtime Ready to Install screen, click the button next to Install Now to accept the default folder, which should be C:\Program Files\Microsoft Office\ART\Office.**

Do *not* select Customize to specify another folder for installation of the RTE.

14 **When you see the message saying, "Microsoft Access 2000 Runtime Setup completed successfully", click** OK

Install ASE 8.5Q

15 **On the ASE Install screen, click** Next > **to accept the default Destination location, which should be C:\Program Files\ASE.**

Do *not* select Browse... to specify an alternate Destination.

16 **Click** Next > **to finish the installation process.**

17 **If you are prompted to restart your computer, select Yes to restart now, then click** Finish

18 **Click** ✕ **to close the Installer.**

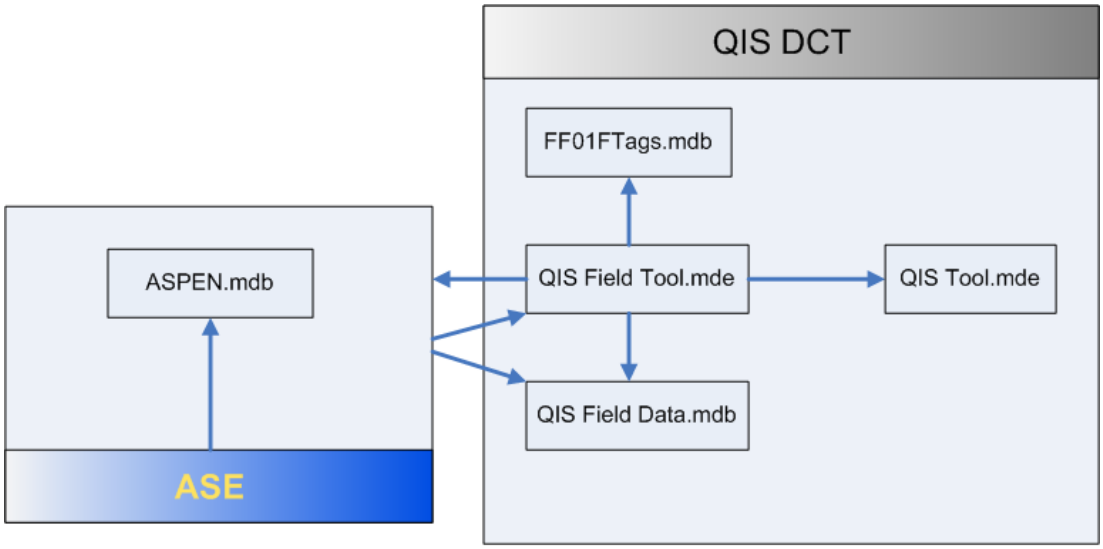
You will still need to configure QIS (see Task 2 below).

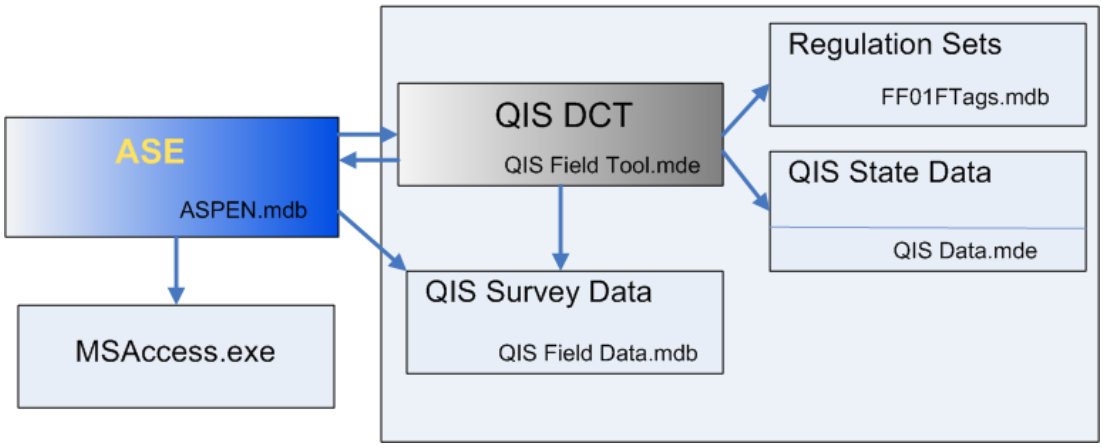
Task 2:Configure QIS in ASE

In order for ASPEN to "know about" QIS surveys and data, you must specify the paths to QIS field data, the QIS DCT executable, and the Access 2000 RTE executable.

The connectivity between ASE, the QIS DCT, and various databases is shown in the following diagram.

ASE/QIS DCT Connectivity





1 **From the System menu in ASE, select System Configuration, QIS Settings to open the QIS Settings dialog.**

2 **Enter manually, or click Find to navigate to and enter (by clicking Open in the Open dialog) the following paths:**

- QIS Data - path to the Access database containing QIS field data
- QIS Tool - Access database containing the QIS DCT executable and links to the field data
- Access 2000 - path to the Access 2000 RTE executable

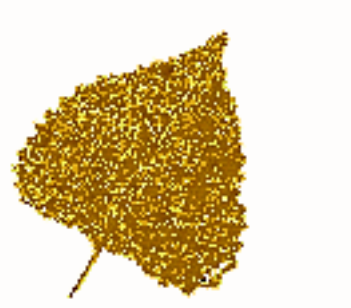
3 **Click OK to save the settings and close the dialog.**

Task 3:Create a QIS security group in ACO

ACO - A QIS security group must exist in the **Menu Security Editor** before anyone can work with QIS surveys. Only members of this group can create and modify QIS surveys. For the QIS pilot, an 8.5Q database patch creates the QIS security group for you in ACO.

Do not remove the QIS security group installed by the 8.5Q database patch.

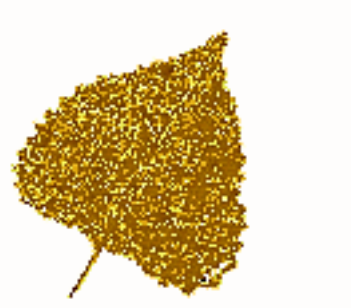
ARO - A QIS security group is not available in ARO. Only ACO users who are members of the QIS security group can export QIS surveys. ARO users can, however, view QIS surveys and run the QIS DCT.



QIS Surveys in ASPEN

This exercise will teach you to:

- **Create a survey in ACO**
- **Export the survey and MDS data from ACO**
- **Import the survey and MDS data into ASE**
- **Enable decryption in ASE**



Exercise 2:Create a QIS Survey

QIS surveys can be created only for NHs with resident records available. A QIS survey includes MDS Resident Assessment and threshold data that is processed in the QIS DCT during a QIS structured survey process. Only members of the QIS security group can create a QIS survey.

Not all survey types can be QIS surveys as determined by policy (See Appendix P in the SOM). For example, recertification surveys or revisits can be QIS surveys. Initial certification surveys can't be QIS because they do not include MDS data. Standalone complaint surveys can't be QIS, but a combined recertification/complaint survey can be QIS.

To create a QIS survey, you must:

- Create the survey in ACO if it doesn't already exist.
- Export it as QIS from ACO to a transfer file, i.e., export the survey and associated MDS data.
- Import the survey and MDS data into ASE from the transfer file.

Note: ASPEN 8.5Q is backward compatible to ASPEN 8.5, 8.2, and 8.1, but QIS surveys are not supported by 8.5, 8.2, and 8.1.

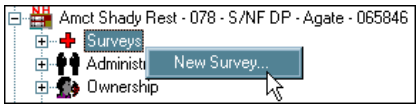
Task 4:Create a survey in ACO

You have a choice of places to access the survey creation function in ACO. QIS surveys cannot be created in ASE.

1 **Use one of the methods below to open the Define Survey or Create Health/LSC Survey dialog:**

- On the ACO toolbar, click

- From the **File** menu, select **New Survey**.
- On the **Alpha** or **Type** tab, right-click the **Surveys** node of the facility you plan to survey, and select **New Survey**.



- On the **Certification & Surveys** tab of the **Certification** dialog, scroll to the **Survey List** section and click

2 **In the Define Survey or Create Health/LSC Survey dialog, enter the Start and Exit dates.**

The Exit date must be the same as or later than the Start date.

3 **Select the Status.**

This is the survey status. Open is selected by default.

4 **Click** **to view information about the current facility in the Facility Definition dialog.**

The information in this view is read-only.

5 **Select the survey Type.**

6 **Select the Regulation(s) that apply to the survey.**

7 **If you want to define the Team Roster, click** Update...

- In the Select Surveyors dialog, select the names of one or more surveyors you want on the team for this survey. Click OK to save your additions and return to the Define Survey or Create Health/LSC Survey dialog.

8 **Select the Type of Survey and Extent(s).**

You can select more than one of each if appropriate.

9 **Click** OK

A message asks if you want to proceed to Citation Manager.

10 **Click** Yes **if you want to go to the Citation Manager now to set up the survey team, for example, or click** No **if not.**

Task 5: Export the survey and MDS data from ACO

From ACO, you can export one or more QIS surveys, i.e., the surveys and associated MDS data, in an encrypted format to a transfer location. You can then import the QIS survey(s) from the export transfer file into ASE for use with the QIS DCT.

The export/import procedures in this guide generally assume you are using floppies to transfer data, but you can also use memory sticks and shared network folders. Although ASPEN doesn't support the direct connect method for import of QIS surveys, it is a viable option for export.

An export is cancelled if you specify a survey is QIS and ACO doesn't find resident data for the facility.

Note: You cannot export QIS and non-QIS surveys simultaneously.

1 **If you are exporting data to a floppy disk, insert the disk into the floppy drive.**

The floppy should be labelled **(A) ASPEN MDS Data** per the *QIS DCT Technical Support Staff User Manual*.

2 **In ACO, locate and select the QIS survey in the Tree or List view, and drag it to** **in the toolbar.**

TIP Although you will probably export just one QIS survey at a time, it is possible to export multiple surveys from Tree view one by one. Each additional survey is appended to the transfer file.

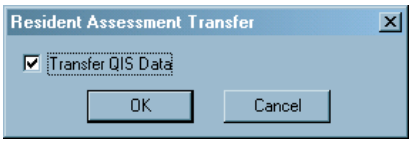
3 **In the Export dialog, specify your transfer location.**

- Select **ASPEN Transfer Location** and then select the transfer drive from the drop-down list, e.g., A: if you are using a floppy.

  -or-

- Select **Other Location**. Enter the transfer location path, or click **Find** to navigate and select the location. ASPENTx.zip is the default export transfer file name. You can assign another name if you wish.

4 **In the Resident Assessment Transfer dialog, click** OK **to accept the default selection of Transfer QIS Data.**

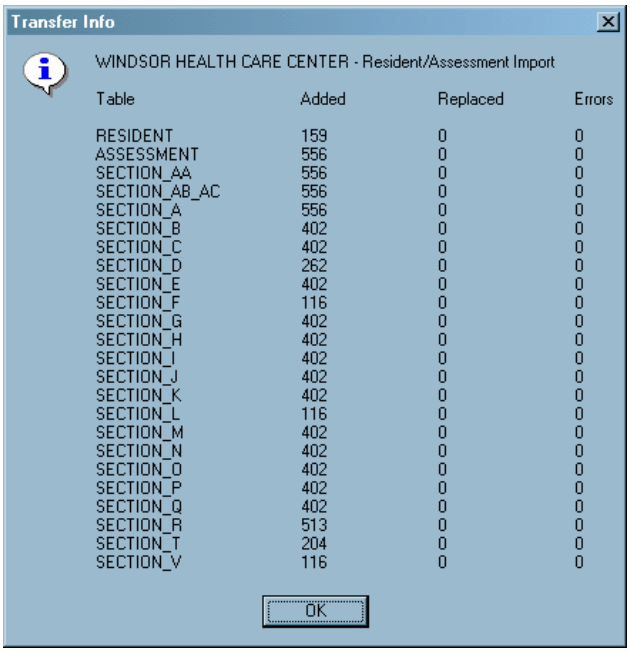


The **Resident Assessment Transfer** dialog is displayed only when you export NH surveys and only for if you are a member of the QIS security group.

By accepting the default, you are designating the survey as QIS. If you do not want to export the survey as QIS, clear the checkbox.

5 **Click** OK

Messages indicate the progress of the transfer process. When transfer of the MDS Resident Assessment tables for a survey is complete, the **Transfer Info** dialog appears with a summary of the MDS data that's been transferred.



6 **Click** OK **to continue the transfer of survey data.**

If you are exporting more than one QIS survey, the **Resident Assessment Transfer** and **Transfer Info** screens appear for each.

When the transfer process is complete, the survey(s) have been encrypted and compressed, and stored in the transfer location. Now surveyors can import the QIS survey(s), i.e., the survey(s) and MDS data, into ASE on their laptops to use with the QIS field tool.

Task 6: Import the survey and MDS data into ASE

In order to perform a structured QIS survey, encrypted MDS data for the facility involved must be imported into ASE to be processed in the QIS DCT. After exporting a QIS survey, i.e., the survey and MDS data for the facility, from ACO to a transfer location (a floppy), you can import it into ASE. It is generally imported onto the primary laptop.

Transfer files are encrypted to protect confidential information as it is transmitted. The data must be decrypted upon import into ASE, so be sure decryption is enabled before you attempt the import. See Task 7 below.

1. **If you are importing data from a floppy disk, insert the disk containing the export transfer file with the QIS survey(s) you want to import.**

   The floppy containing the QIS survey with MDS data for the facility to be surveyed is labelled **(A) ASPEN MDS Data** per the *QIS DCT Technical Support Staff User Manual*.

2. **On the ASE toolbar, click**

   You should *not* use Import My Surveys

to import QIS surveys. You will not be prevented from importing QIS surveys, but they will be imported as non-QIS.

3. **In the Import dialog, select Surveys as the Import Type.**

4. **Do one of the following:**

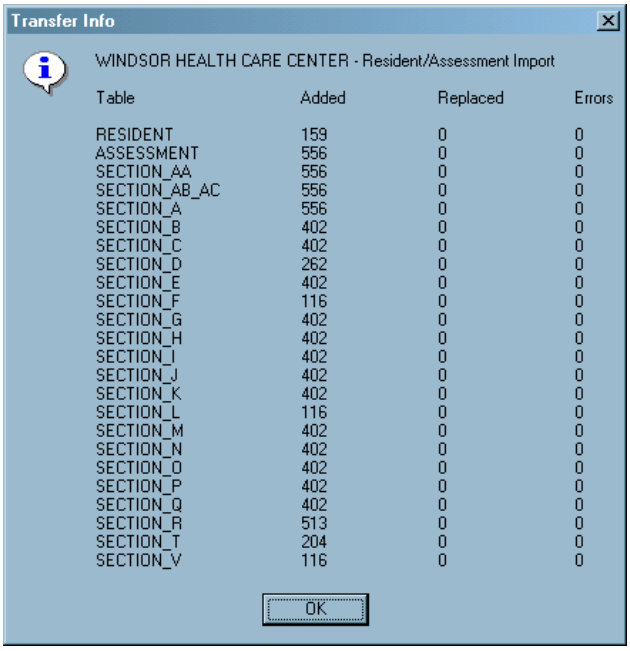
   - Select **ASPEN Transfer Location** and then select the transfer location from the drop-down list, e.g., A: if you are using a floppy.
   - Select **Zip file** and enter the transfer file path, or click **Find** to locate and select the file.

5. **Click**

   ASE searches for the export transfer file. When the file is located, the **Select Survey(s) to Import** dialog appears. It lists the surveys contained in the transfer file.

6 **Select the survey(s) you want to import; choose** Select All **to import all of the surveys in the export transfer file.**

The survey(s) are imported from the export transfer file and are decrypted and decompressed. Messages indicate the progress of the import process. When import of the MDS Resident Assessment tables for a survey is complete, the **Transfer Info** screen appears with a summary of the MDS data that's been imported.



7 **Click** OK

If you import more than one QIS survey, the **Transfer Info** screen appears for each. When the whole process is finished, a message indicates the import was successful or not. If successful, the imported survey(s) are now included in the list of surveys on Tree view tabs.

The data you import to your laptop, including PHI data, is no longer encrypted, so it is *not* automatically protected. It is your responsibility to take every precaution to ensure that the data on your laptop is protected.

Task 7:Enable decryption in ASE

You must enable decryption the first time you use the Import function in ASE. If decryption is not enabled when you attempt an import, you will receive a message. To enable decryption, you provide the decryption password.

1 **In ASE, select System, System Configuration, Enable Decryption.**

2 **In the Set Decryption dialog, select Enabled and click**

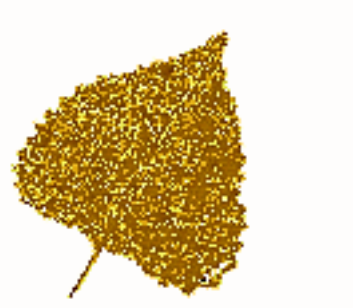
3 **In the Enable Decryption dialog, enter the password, and click**

A message confirms that decryption is enabled.

❑ **To disable decryption, select Disabled in the Set Decryption dialog.**

TIP Each state can configure its own decryption password in ACO. From the System menu, select System Configuration, State Customization, and enter the system administration password. In the State Customization dialog, click

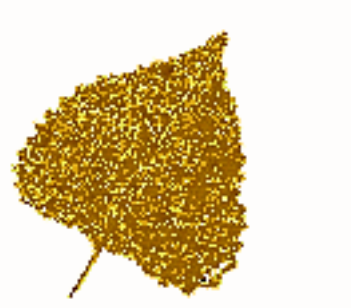
and provide the requested information in the Edit Password Dialog.



QIS Survey Process

These exercises will teach you how to use the QIS DCT to:

- **Prepare for Stage I**
- **Complete the Stage I survey process**
- **Prepare for Stage II**
- **Complete the Stage II survey process**



Exercise 3:Prepare for Stage I

Before arriving at the facility for the survey, the Team Coordinator must complete offsite data preparation on the primary laptop. This includes:

- Processing imported MDS data
- Printing initial Stage I forms

The onsite Stage I preparation tasks include:

- Reconciling the Census Sample and Resident Pool
- Printing the revised Census Sample Report
- Exporting Stage I sample data to secondary laptops

Task 8:Start the QIS DCT from ASE

The QIS DCT is used throughout the QIS process to structure and automate data collection and decision making. Surveyors can start the QIS DCT on their laptops from ASE.

The exercises in this section run through the steps in using the QIS DCT to complete the QIS survey process. You can also check applicable sections in the *QIS DCT Technical Support Staff User Manual*, Q*IS DCT Software User Manual*, and the *QIS Surveyor Training Manual*.

1 **Locate and right-click a survey on any tab in the Tree view or in the List view and select Citation Manager.**

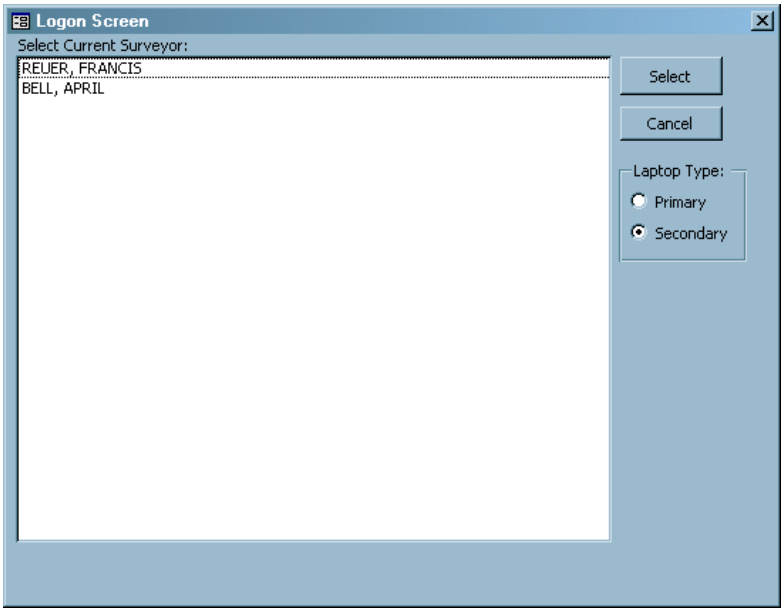
If the **Add Team Member** dialog appears, it means that you are not a member of the survey team. Select the option you want and

click

2 **In the Citation Manager dialog, click**

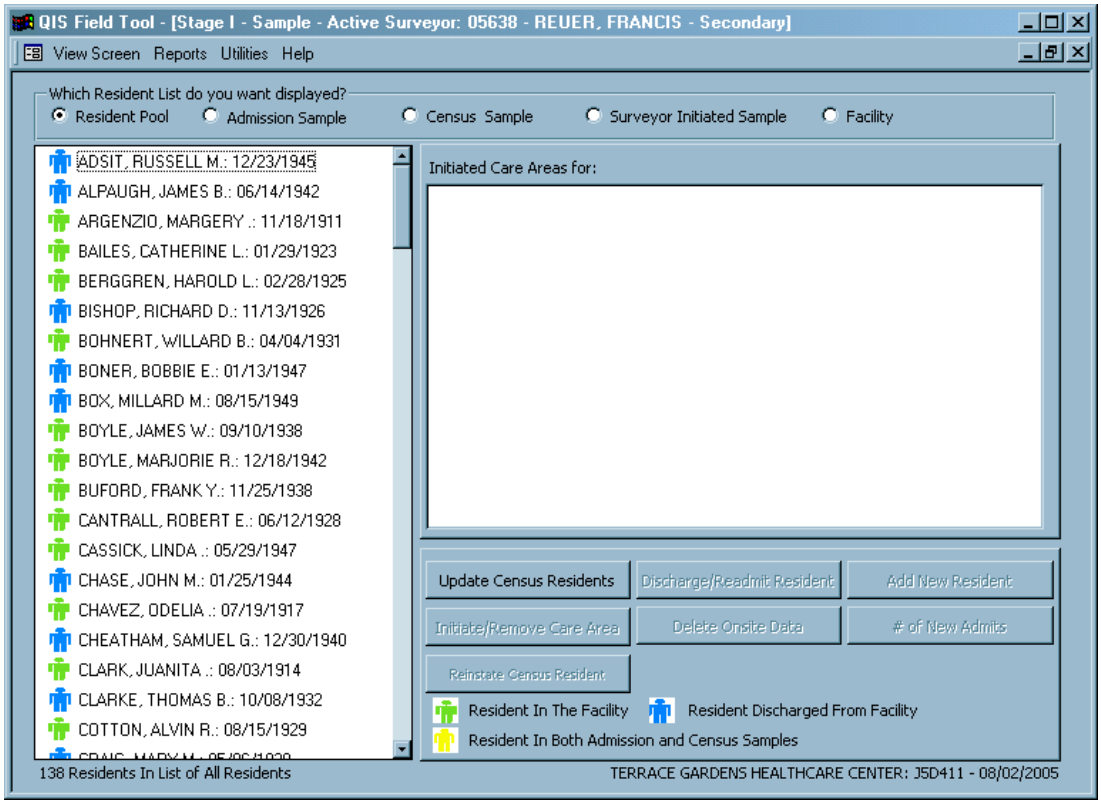
This button is available only for QIS surveys.

The QIS DCT splash screen appears and then the **Logon Screen**.



3 **Select the applicable Current Surveyor name and Laptop Type.**

4 Click Select **to open the QIS DCT.**


QIS Field Tool - [Stage I - Sample - Active Surveyor: 05638 - REUER, FRANCIS - Secondary]
View Screen Reports Utilities Help
Which Resident List do you want displayed?
Resident Pool
Admission Sample
Census Sample
Surveyor Initiated Sample
Facility
ADSIT, RUSSELL M.: 12/23/1945
ALPAUGH, JAMES B.: 06/14/1942
ARGENZIO, MARGERY .: 11/18/1911
BAILES, CATHERINE L.: 01/29/1923
BERGGREN, HAROLD L.: 02/28/1925
BISHOP, RICHARD D.: 11/13/1926
BOHNERT, WILLARD B.: 04/04/1931
BONER, BOBBIE E.: 01/13/1947
BOX, MILLARD M.: 08/15/1949
BOYLE, JAMES W.: 09/10/1938
BOYLE, MARJORIE R.: 12/18/1942
BUFORD, FRANK Y.: 11/25/1938
CANTRALL, ROBERT E.: 06/12/1928
CASSICK, LINDA .: 05/29/1947
CHASE, JOHN M.: 01/25/1944
CHAVEZ, ODELIA .: 07/19/1917
CHEATHAM, SAMUEL G.: 12/30/1940
CLARK, JUANITA .: 08/03/1914
CLARKE, THOMAS B.: 10/08/1932
COTTON, ALVIN R.: 08/15/1929
Initiated Care Areas for:
Update Census Residents
Discharge/Readmit Resident
Add New Resident
Initiate/Remove Care Area
Delete Onsite Data
# of New Admits
Reinstate Census Resident
Resident In The Facility
Resident Discharged From Facility
Resident In Both Admission and Census Samples
138 Residents In List of All Residents
TERRACE GARDENS HEALTHCARE CENTER: J5D411 - 08/02/2005

Task 9:Process imported MDS data

Offsite
Primary laptop

The Team Coordinator runs a utility in the QIS DCT that generates Admission and Census samples for Stage I and calculates the MDS QCIs for the MDS data that was imported into ASE (see Task 6). The QCIs will be used in Stage II.

1 **Start the QIS DCT from ASE.**

See Task 8.

For **Laptop Type,** select **Primary**. A message displays for several seconds while the QIS DCT generates the Admission and Census samples.

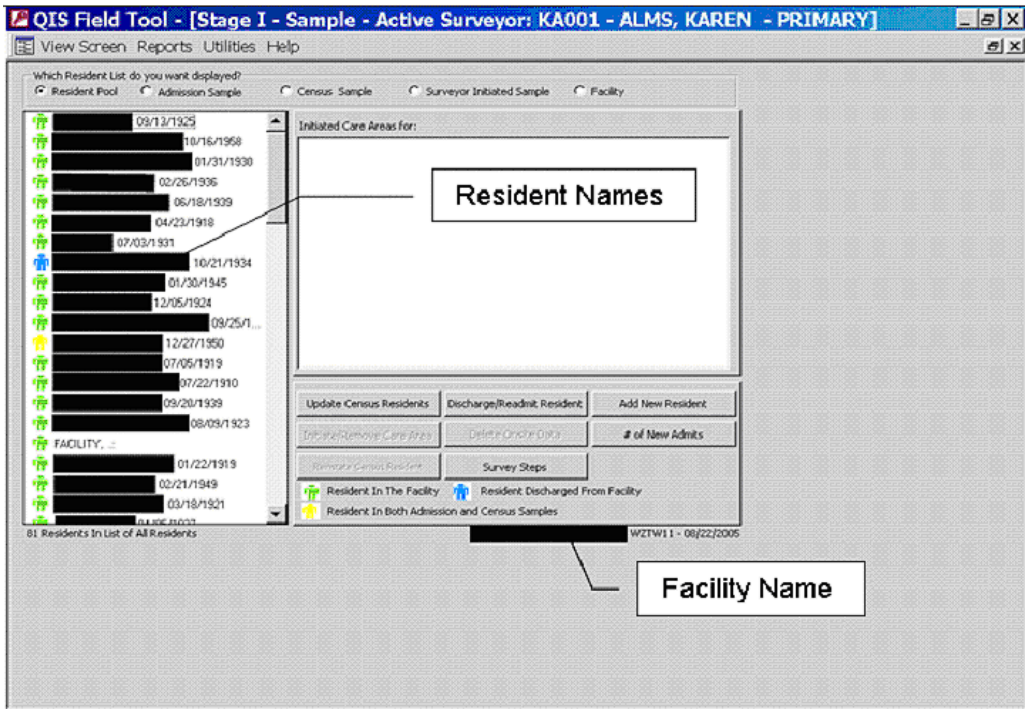
2 **On the Process MDS Data screen that appears, click the Process MDS Data Now button.**

A warning message indicates that this process can be quite lengthy.

3 **Click Yes to calculate the MDS QCIs.**

Depending on the volume of MDS data and the speed of the primary laptop's processor, the MDS QCI calculations may take 15-25 minutes.

After the QCI calculations are complete, the Stage I Sample screen appears. You can view the Admission and Census samples that have been generated. The MDS QCIs are stored for use in Stage II.


QIS Field Tool - [Stage I - Sample - Active Surveyor: KA001 - ALMS, KAREN - PRIMARY]
View Screen Reports Utilities Help
Resident Names
Facility Name

Task 10:Print initial Stage I forms

Offsite
Primary laptop

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **From the Reports menu, select each of the following options, then click to print the indicated Stage I forms. Click Close to close each report preview screen.**

- New Admit Form option prints the New Admission Information Form.

  The Team Coordinator will provide the New Admission Information Form to the facility upon arrival, ask the facility to list all new admissions within the previous 30 days, and request that the facility return the completed form to the survey team as soon as possible.

- Discharge Form option prints the Discharge Information Form.

  The Team Coordinator will provide the Discharge Form to the facility upon arrival, ask the facility to list discharges not readmitted within the previous 30 days, and request that the facility return the completed form to the survey team as soon as possible.

- Admission Sample option prints the Admission Sample report.

  You need to print two copies.

  One copy is for the survey team to use onsite to check off record reviews as they are completed. Records review is an unassigned task, so all survey team members will conduct these reviews between completion of other assigned survey tasks. Consequently, the printed Admission Sample report is used to mark record reviews as having been completed.

  The second copy is for the facility to use when gathering discharged residents' medical records for review by the survey team. The survey team will use the resident census provided by the facility to reconcile residency/discharge status for residents in the Admission Sample report before providing the report to the facility. Additionally, current residents' names will be blacked out before the list is given to the facility.

- Census Sample option prints the Census Sample report.

  The Census Sample will be modified onsite using the resident census and the New Admission Information Form provided by the facility to reflect only current residents, assigned units and room numbers, and surveyor assignments.

Task 11:Reconcile Census Sample and Resident Pool

Onsite
Primary laptop

Before the Stage I investigation, you will need to reconcile the Census Sample with the facility-provided Resident Census. As needed, you will add new residents to the Census Sample and update the Resident Census records.

In addition to the Census Sample, the Resident Pool must be reconciled with the facility's records. When the QIS DCT selects the Stage II Sample, it will select current facility residents ahead of residents who have been discharged, so the Resident Pool should be completely current.

For a description of the Sample screen and instructions on reconciling the Census Sample with the Resident Census, adding new residents to the Census Sample, updating Census residents, etc., see the following section in the *QIS DCT Software User Manual*:

☞ *"Stage I - Sample Screen"*

Task 12:Discharge a resident from the Resident Pool

Onsite
Primary laptop

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **From the Stage I Sample screen, select Resident Pool as the Resident List to display.**

3. **In the left pane, select the resident to be discharged, and click the Discharge/Readmit Resident button.**

4. **Click Yes in the confirmation message.**
   The residency status icon next to the resident's name changes from green , indicating that the resident is in the facility, to blue , indicating that the resident is discharged from the facility.

Task 13:Print revised Census Sample Report

Onsite
Primary laptop

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **From the Reports menu, select Census Sample.**

3. **Click , change the Number of Copies to 4, and select OK to print the Census Sample report.**

   Provide one copy to each surveyor.

4. **Click Close to close the Census Sample report preview screen.**

Task 14:Export Stage I sample data

Onsite
from Primary laptop

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **If you are exporting Stage I sample data to a floppy disk, insert the disk into the floppy drive.**

   The floppy should be labelled **(1) S1 Sample** per the *QIS DCT Technical Support Staff User Manual*.

If you have a flash memory disk rather than a floppy, insert it into the primary laptop's universal serial bus (USB) port.

---

3. **From the Utilities menu, select Export Data.**

4. **On the Export Data screen, click the Export Stage I Sample Data button.**

5. **In the Browse for Folder dialog, specify the export transfer location, e.g., A: if you are using a floppy, and click OK.**

   The Stage I sample data file will be saved as **Sampdata.zip**.

6. **Click OK in the message that appears when the export is complete.**

Task 15:Import Stage I sample data

Onsite
onto Secondary laptops

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **If you are importing Stage I sample data from a floppy disk, insert the disk into the floppy drive.**

The floppy containing the sample data is labelled **(1) S1 Sample** per the *QIS DCT Technical Support Staff User Manual*.

If the Stage I sample data is on a flash memory disk rather than a floppy, insert it into the secondary laptop's USB port.

---

3 **From the Utilities menu, select Import Data.**

4 **On the Import Data screen, click the Import Stage I Sample Data button.**

5 **In the Select a location dialog, select the transfer location, e.g., A: if you are using a floppy, and click OK.**

The Stage I sample data file is named **Sampdata.zip**.

6 **Repeat this procedure for all secondary laptops to complete the distribution of Stage I sample data.**

Exercise 4:Complete the Stage I survey process

Task 16:Collect Stage I data and enter it in the QIS DCT

Onsite
Secondary laptops

For instructions on collecting and entering Stage I data, see the following sections in the *QIS DCT Software User Manual*:

- ☞ "Stage I - Data Entry Screen"
- ☞ "QCI Results Screen"

Skip patterns

In the **Stage I Survey** screen, certain questions need to be answered only when required by the response to a previous question. Questions that should be skipped based on answers to a previous question are part of a "skip pattern" and appear in italics and in gray (instead of black or red).

Example
Skip Pattern Applicable

Question 1 - Does the resident currently have a contracture?

If the answer is No, then:

Question 2 - Does the resident have a splint device in place?
will be skipped (and appear in italics and gray).

Example
Skip Pattern Not Applicable

Question 1 - Does the resident currently have a contracture?

If the answer is Yes, then:

Question 2 - Does the resident have a splint device in place?
will be available (and appear in red until answered, and then will turn black).

Because a skip pattern becomes applicable based on the answer to a previous question, it is essential that the questions in the Stage I Admission and Stage I Census review be answered in the sequence that they appear on the screen.

Failure to answer questions in sequence may cause delays or conflicts in the software and during review.

When a surveyor has answered all of the questions about a resident, except for those questions that are skipped, the resident's name will appear in black, indicating that the resident's initial assessment is complete.

Task 17:Back up (Export) Stage I survey data

Onsite
from Secondary laptops

At the end of each day of the Stage I survey process (and when the laptops are left for an extended period), the survey data in the QIS DCT must be backed up, i.e., exported from all secondary laptops. Then it is merged (imported) on the primary laptop.

Note: When entry of all Stage I survey data is complete on each secondary laptop, you will use this same procedure to export all the Stage I data for merging on the primary laptop.

---

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **If you are exporting Stage I survey data to a floppy disk, insert the disk into the floppy drive.**

   The floppy should be labelled **(2) [Surveyor/Laptop Name] S1 & S2 Backup** per the *QIS DCT Technical Support Staff User Manual*.

   If you have a flash memory disk rather than a floppy, insert it into the laptop's USB port.

   ---

3. **From the Utilities menu, select Export Data.**
4. **On the Export Data screen, click the Export Stage I Survey Data button.**
5. **In the Browse for Folder dialog, specify the export transfer location, e.g., A: if you are using a floppy, and click OK.**

   The Stage I survey data file will be saved as **Survdata.zip**.

6. **Click OK in the message that appears when the export is complete.**
7. **Repeat this procedure for all secondary laptops to complete the backup of Stage I survey data.**

Task 18:Merge (Import) Stage I survey data

Onsite
onto Primary laptop

After Stage I survey data on each secondary laptop has been backed up (exported), it is merged (imported) on the primary laptop.

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **If you are importing a secondary laptop's Stage II survey data from a floppy disk, insert the disk into the floppy drive.**

   The floppy containing the survey data is labelled **(2) [Surveyor/Laptop Name] S1 & S2 Backup** per the *QIS DCT Technical Support Staff User Manual*.

If the Stage II survey data is on a flash memory disk rather than a floppy, insert it into the primary laptop's USB port.

---

3. **From the Utilities menu, select Import Data.**
4. **On the Import Data screen, click the Import Stage I Survey Data button.**
5. **In the Select a location dialog, select the transfer location, e.g., A: if you are using a floppy, and click OK.**

   The Stage I survey data file is named **Survdata.zip**.

6. **Click OK in the message that appears when the import is complete.**
7. **Repeat this procedure with the data from each secondary laptop to complete the backup/merging of Stage I survey data.**

Task 19:Back up merged Stage I survey data

Onsite
Primary laptop

After you import/merge the Stage I survey data from all secondary laptops, you need to create a backup of the merged Stage I survey data on the primary laptop.

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **If you are backing up merged Stage I survey data on a floppy disk, insert the disk into the floppy drive.**

The backup floppy containing the survey data is labelled **(3) Merged S1 Data** per the *QIS DCT Technical Support Staff User Manual*.

If you are backing up merged Stage I survey data on a flash memory disk rather than a floppy, insert it into the primary laptop's USB port.

---

3 **Complete steps 3-6 of Task 17 to back up the merged Stage I survey data.**

Exercise 5:Prepare for Stage II

Task 20:Process Stage I data

Onsite
Primary laptop

The QIS DCT processes Stage I QCI results and displays them in the QCI Results screen.

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **From the View Screen menu, select QCI Results.**

After the QIS DCT processes and loads QCI results, the QCI Results screen appears. You can view the results by QCI, Resident, or Care Area.

- The left pane displays results in a tree that expands to provide details about the QCI, Resident, or Care Area being viewed.
- In the upper right pane, click the **Display Responses** button to display the Quality Indicator, the source of the data, the question, the answer, and the Surveyor, Date, and Time the response was entered.
- When the responses are displayed in the upper right pane, click the **Show Logic** button to list the criteria that caused the resident to meet the condition.
- The lower right pane provides Additional Information About This Quality Indicator.

Task 21:Print transition forms

Onsite
Primary laptop

❑ **Start the QIS DCT from ASE.**

See Task 8.

Stage I Relevant Findings

1 **From the Reports menu, select Stage I Relevant Findings.**

2 **On the Select Residents for Relevant Findings Report screen, select a Sample Group (All is the default) and a Sort Order (Resident Name is the default).**

3 **Select the Residents To Appear On Relevant Findings Report.**

Use **Shift+click** to select consecutive names, or **Ctrl+click** to select nonconsecutive names.

4 **Click the Preview Report button to view the report.**

5 **To print a copy of the Stage I Relevant Findings Report for each surveyor, click** **and select the applicable Number of Copies.**

6 **Click Close to close the Stage I Relevant Findings Report preview screen.**

QCI Results

1 **From the Reports menu, select QCI Results Report.**

The report is displayed in the QCI Results Report preview screen.

2 **To print the report, click**

3 **Click Close to close the preview screen.**

Task 22:Create Stage II sample

Onsite
Primary laptop

For instructions on creating the Stage II sample, see the following section in the *QIS DCT Software User Manual*:

☞ "Stage II - Sample Screen"

Task 23:Print initial Stage II forms

Onsite
Primary laptop

❑ **Start the QIS DCT from ASE.**

See Task 8.

Sample Resident List

1 **From the Reports menu, select Stage II Sample Resident List.**

The report is displayed in the Stage II Sample Resident List preview screen.

2 **To print the report, click**

3 **Click Close to close the preview screen.**

Stage II Care Area List

1 **From the Reports menu, select Stage II Care Area List.**

The report is displayed in the Stage II Care Area List preview screen.

2 **To print the report, click**

3 **Click Close to close the preview screen.**

Stage II Report

1 **From the Reports menu, select Stage II Report.**

2 **Choose the Care Area sort option.**

3 **Click the Preview Report button to view the report.**

4 **To print the report, click**

5 **Click Close to close the Stage II Report preview screen.**

Task 24:Assign Stage II tasks

Onsite
Primary laptop

For instructions on assigning surveyors to Stage II tasks, see the following section in the *QIS DCT Software User Manual*:

☞ "Stage II - Assignment Screen"

Task 25:Print the Stage II Report

Onsite
Primary laptop

Now you will print the Stage II Report sorted by Surveyor Assignment rather than by Care Area as you did earlier during the transition from Stage I to Stage II (Task 23). The report will be printed with each surveyor's assignments on separate pages for easy distribution to the surveyors.

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **From the Reports menu, select Stage II Report.**
3. **Choose the Stage II Surveyor sort option.**
4. **Click the Preview Report button to view the report.**
5. **To print the report, click**

   The report will be printed with each surveyor's assignments on separate pages for ease of distribution to the surveyors.

6. **Click Close to close the Stage II Report preview screen.**

Task 26:Export Stage II sample data to secondary laptops

Onsite
from Primary laptop

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **If you are exporting Stage II sample data to a floppy disk, insert the disk into the floppy drive.**

   The floppy should be labelled **(4) S2 Sample** per the *QIS DCT Technical Support Staff User Manual*.

If you have a flash memory disk rather than a floppy, insert it into the laptop's USB port.

---

3. **From the Utilities menu, select Export Data.**
4. **On the Export Data screen, click the Export Stage II Survey Data button.**
5. **In the Browse for Folder dialog, specify the export transfer location, e.g., A: if you are using a floppy, and click OK.**

   The Stage II survey data file will be saved as **Sampdata.zip**.

6. **Click OK in the message that appears when the export is complete.**

Task 27:Import Stage II sample data

Onsite
onto Secondary laptops

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **If you are importing Stage II sample data from a floppy disk, insert the disk into the floppy drive.**

The floppy containing the sample data is labelled **(4) S2 Sample** per the *QIS DCT Technical Support Staff User Manual*.

If the Stage II sample data is on a flash memory disk rather than a floppy, insert it into the secondary laptop's USB port.

---

3 **From the Utilities menu, select Import Data.**

4 **On the Import Data screen, click the Import Stage II Sample Data button.**

5 **In the Select a location dialog, select the transfer location, e.g., A: if you are using a floppy, and click OK.**

The Stage II sample data file is named **Sampdata.zip**.

6 **Click OK in the message that appears when the import is complete.**

7 **Repeat this procedure for all secondary laptops to complete the distribution of Stage II sample data.**

Exercise 6:Complete the Stage II survey process

Task 28:Collect Stage II data and enter it in the QIS DCT

Onsite
Secondary laptops

For instructions on collecting and entering Stage II data, see the following sections in the *QIS DCT Software User Manual*:

- ☞ "Stage II - Critical Elements Screen"
- ☞ "Documentation Form"
- ☞ "Potential Citation Screen"

Task 29:Back up (Export) Stage II survey data

Onsite
from Secondary laptops

At the end of each day of the Stage II survey process (and when the laptops are left for an extended period), the survey data in the QIS DCT must be backed up, i.e., exported from all secondary laptops. Then it is merged (imported) on the primary laptop.

Note: When entry of all Stage II survey data is complete on each secondary laptop, you will use this same procedure to export all the Stage II data for merging on the primary laptop.

---

1. **Start the QIS DCT from ASE.**

   See Task 8.

2. **If you are exporting Stage II survey data to a floppy disk, insert the disk into the floppy drive.**

   The floppy should be labelled **(2) [Surveyor/Laptop Name] S1 & S2 Backup** per the *QIS DCT Technical Support Staff User Manual*.

   If you have a flash memory disk rather than a floppy, insert it into the laptop's USB port.

   ---

3. **From the Utilities menu, select Export Data.**
4. **On the Export Data screen, click the Export Stage II Survey Data button.**

5 **In the Browse for Folder dialog, specify the export transfer location, e.g., A: if you are using a floppy, and click OK.**

The Stage II survey data file will be saved as **Stg2data.zip**.

6 **Click OK in the message that appears when the export is complete.**

7 **Repeat this procedure for all secondary laptops to complete the backup of Stage II survey data.**

Task 30:Merge (Import) Stage II survey data

Onsite
onto Primary laptop

After Stage II survey data on each secondary laptop has been backed up (exported), it is merged (imported) on the primary laptop.

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **If you are importing a secondary laptop's Stage II survey data from a floppy disk, insert the disk into the floppy drive.**

The floppy containing the survey data is labelled **(2) [Surveyor/Laptop Name] S1 & S2 Backup** per the *QIS DCT Technical Support Staff User Manual*.

If the Stage II survey data is on a flash memory disk rather than a floppy, insert it into the primary laptop's USB port.

---

3 **From the Utilities menu, select Import Data.**

4 **On the Import Data screen, click the Import Stage II Survey Data button.**

5 **In the Select a location dialog, select the transfer location, e.g., A: if you are using a floppy, and click OK.**

The Stage II survey data file is named **Stg2data.zip**.

6 **Click OK in the message that appears when the import is complete.**

7 **Repeat this procedure with the data from each secondary laptop to complete the backup/merging of Stage II survey data.**

Task 31:Back up merged Stage II survey data

Onsite
Primary laptop

After you import/merge the Stage II survey data from all secondary laptops and complete the Potential Citation Screen, you need to create a backup of the merged Stage II survey data on the primary laptop.

1 **Start the QIS DCT from ASE.**

See Task 8.

2 **If you are backing up merged Stage II survey data on a floppy disk, insert the disk into the floppy drive.**

The backup floppy containing the survey data is labelled **(5) Merged S2 Data** per the *QIS DCT Technical Support Staff User Manual*.

If you are backing up merged Stage II survey data on a flash memory disk rather than a floppy, insert it into the primary laptop's USB port.

---

3 **Complete steps 3-6 of Task 29 to back up the merged Stage II survey data.**

Task 32:Print the Potential Citation Report

Onsite
Primary laptop

The survey team reviews this report when determining Severity/Scope for citations.

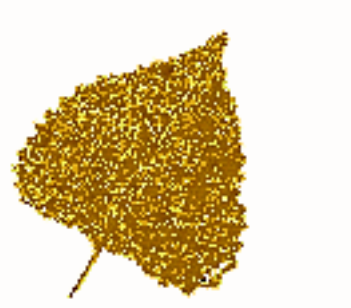
1 **Start the QIS DCT from ASE.**

See Task 8.

2 **From the Reports menu, select Potential Citation Report.**

3 **To print the report, click**

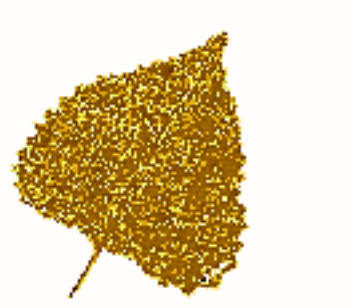
4 **Click Close to close the Potential Citation Report preview screen.**



Post-survey

This exercise will teach you to:

- **Transfer citations from the QIS DCT to ASE**
- **Export a QIS survey and data to ACO**
- **View a QIS survey summary in ACO**
- **Export archived QIS data from ACO**
- **Import and view archived QIS data in the QIS DCT**



Exercise 7:Transfer and View QIS Data

Task 33:Transfer citations from the QIS DCT to ASE

When a QIS survey is complete, you can transfer all citations added in the QIS DCT to ASE. Or, you may elect to add some citations in the QIS DCT, load them to ASE, add more citations in the QIS DCT, upload those to ASE, and so on until the QIS survey is wrapped up.

1. **In ASE, locate and right-click a QIS survey on any tab in the Tree view or in the List view and select Citation Manager.**

   If the **Add Team Member** dialog appears, it means that you are not a member of the survey team. Select the option you want and click

2. **In the Citation Manager dialog, click**

   This button is available only for QIS surveys.

   When the process is finished, a message indicates if the upload was successful or not. The process will fail if there are no citations associated with the survey in the QIS database.

   If successful, the QIS citations for the survey are added to the Citations list in Citation Manager and also to the Tree and List views.

Task 34:Archive a QIS survey and data in ACO

Once the QIS survey is wrapped up, you archive it in ASPEN, i.e., export it back to ACO from ASE. QIS data is exported along with survey and citation information. The transfer process takes two steps as always: export the QIS survey from ASE to a transfer file, import it into ACO from the transfer file.

When a QIS survey is archived, i.e., imported back into ACO, the QIS data will not change. You can still update ASPEN survey details in ACO: add or delete tags, change Severity/Scope, add or change citation text, etc. without affecting the QIS portion of the survey. The QIS information in archived QIS surveys is uploaded to CASPER, where it is available for reporting generation.

Export a QIS survey and data from ASE:

1 **In ASE, locate and select a QIS survey in Tree or List view, and drag it to**

in the toolbar.

2 **In the Export dialog, indicate your transfer location.**

- Select **ASPEN Transfer Location** and then select the transfer drive, e.g., A: if you are using a floppy.

  -or-

- Select **Other Location**. Enter the transfer location path, or click **Find** to navigate and select the location. ASPENTx.zip is the default export transfer file name. You can assign another name if you wish.

3 **Click**

Messages indicate the progress of the transfer of QIS data. When the process is finished, a message indicates the export was successful (or not).

Import a QIS survey and data into ACO:

1 **If you are importing data from a floppy disk, insert the disk containing the export transfer file with the QIS survey(s) you want to import.**

2 **On the ACO toolbar, click**

3 **In the Import dialog, select Surveys as the Import Type.**

4 **Do one of the following:**

- Select **ASPEN Transfer Location** and then select the transfer location from the drop-down list.
- Select **Zip or mdb file** and enter the transfer file path, or click **Find** to locate and select the file.

5 **Click** OK

ACO searches for the export transfer file. When the file is located, the **Select Survey(s) to Import** dialog appears. It lists the surveys contained in the transfer file.

6 **Select the survey(s) you want to import; choose** Select All **to import all of the surveys in the export transfer file.**

Messages indicate the progress of the import process. A message appears when import is complete.

Task 35:View a QIS survey summary in ACO

ACO provides a high-level, but detailed summary of QIS data collected by DCT. The QIS Summary option displays only for QIS surveys with QIS data.

1 **Locate and right-click a QIS survey on the Alpha, Type, or Cert/Survey tab in the Tree view.**

2 **Select QIS Summary to open the Citations dialog.**

There are four tabs that provide general and stage-specific summaries.

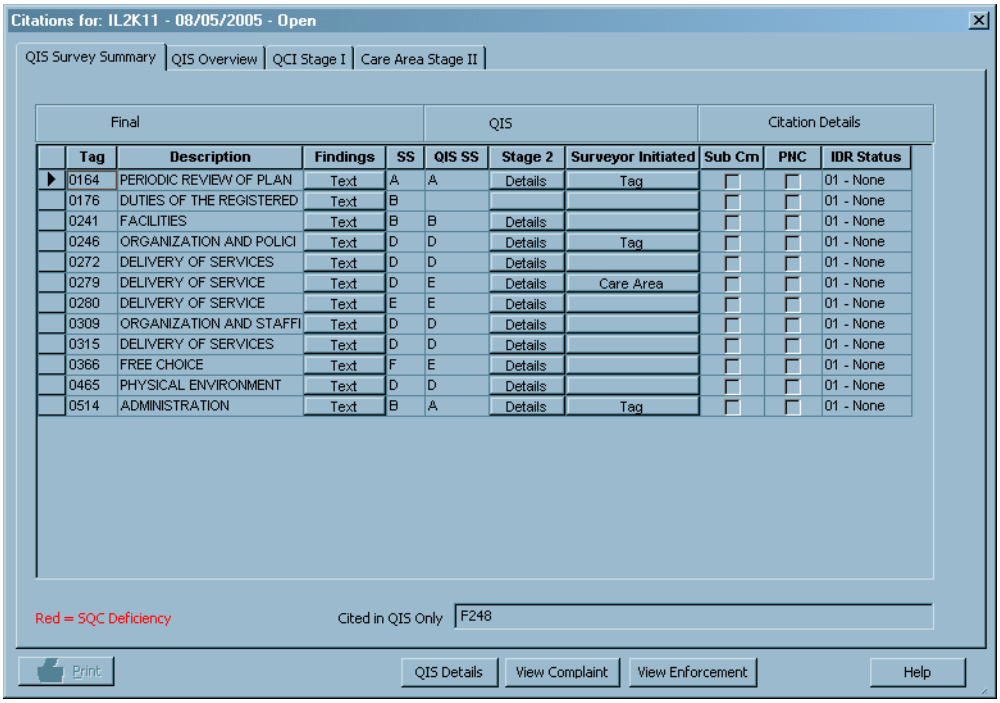
3 **Click the appropriate tab(s) to view the information you want to review.**

The **QIS Survey Summary** tab lists all the citations for the survey with QIS and ASPEN details for each. You can compare the SS and QIS SS columns to see changes made to Severity/Scope in ASPEN after the QIS survey process was completed.

Click Details in the Stage 2 column for a tag to go to the Care Area Stage II tab and view Stage II details for the selected tag.

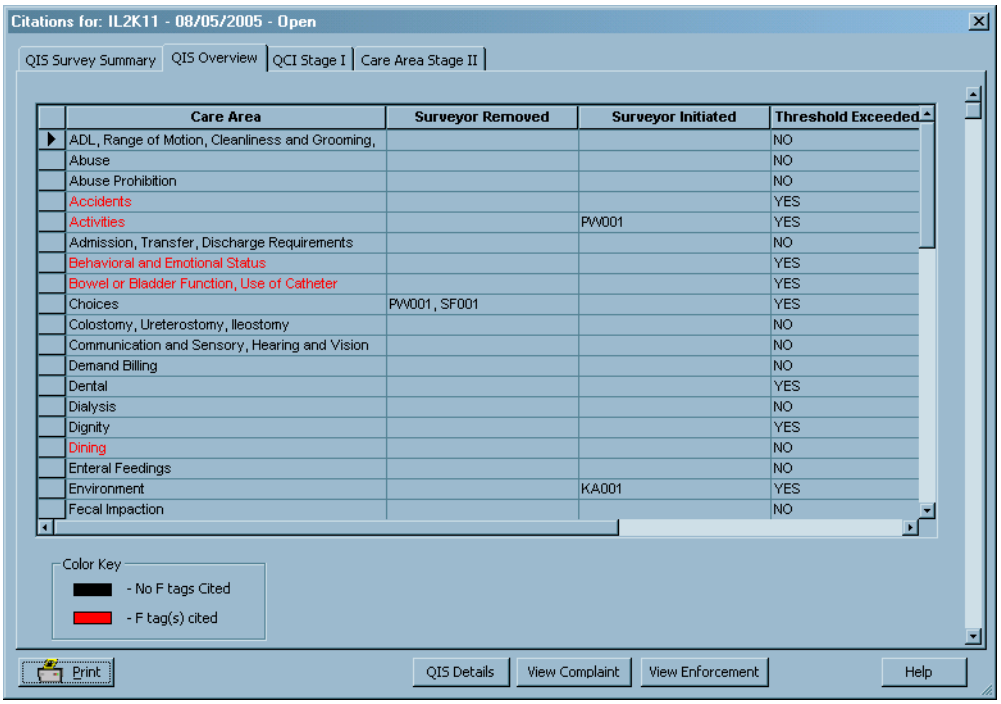
Click Tag or Care Area in the Surveyor Initiated column for a tag to open the QIS Details screen and view information about that particular surveyor-initiated tag or care area. See step 4 below for more information about the QIS Details screen.

Tags added in ASPEN after the QIS process was completed appear in the grid without QIS information, i.e., the QIS SS, Stage 2, and Surveyor Initiated columns are all blank. See Tag 0176 in the screenshot below.

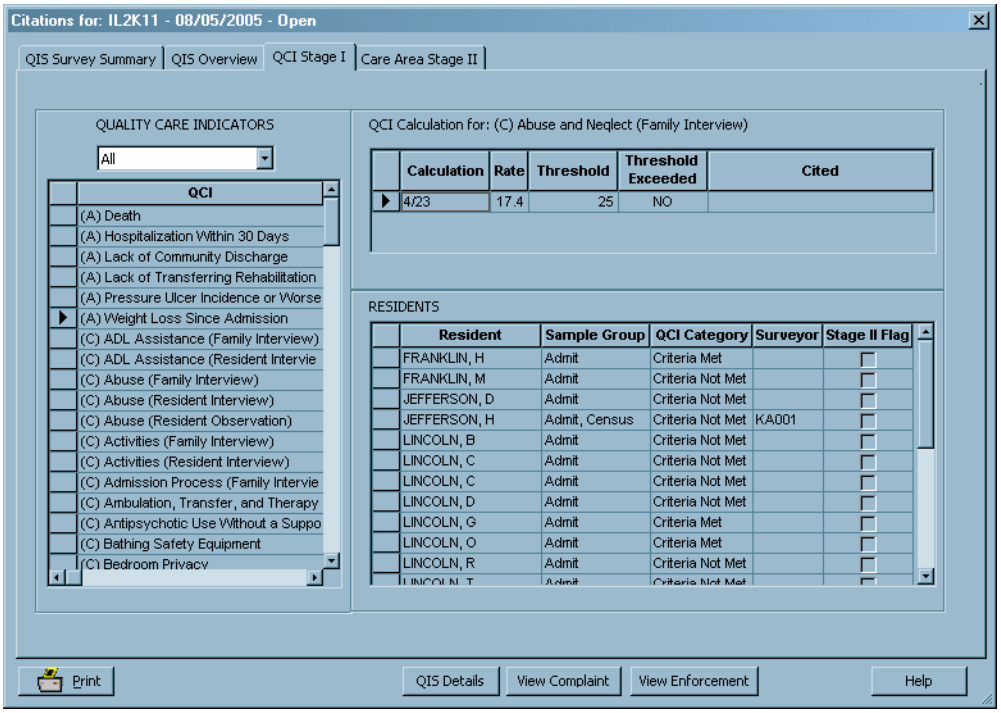

Citations for: IL2K11 - 08/05/2005 - Open
QIS Survey Summary
QIS Overview
QCI Stage I
Care Area Stage II
Final
QIS
Citation Details
Tag
Description
Findings
SS
QIS SS
Stage 2
Surveyor Initiated
Sub Cm
PNC
IDR Status
0164 PERIODIC REVIEW OF PLAN Text A A Details Tag 01 - None
0176 DUTIES OF THE REGISTERED Text B 01 - None
0241 FACILITIES Text B B Details 01 - None
0246 ORGANIZATION AND POLICI Text D D Details Tag 01 - None
0272 DELIVERY OF SERVICES Text D D Details 01 - None
0279 DELIVERY OF SERVICE Text D E Details Care Area 01 - None
0280 DELIVERY OF SERVICE Text E E Details 01 - None
0309 ORGANIZATION AND STAFFI Text D D Details 01 - None
0315 DELIVERY OF SERVICES Text D D Details 01 - None
0366 FREE CHOICE Text F E Details 01 - None
0465 PHYSICAL ENVIRONMENT Text D D Details 01 - None
0514 ADMINISTRATION Text B A Details Tag 01 - None
Red = SQC Deficiency
Cited in QIS Only
F248
Print
QIS Details
View Complaint
View Enforcement
Help

At the bottom of the screen, the Cited in QIS Only field lists tags cited in QIS that haven't been loaded into ASPEN via Load Cites (see Task 33) or tag citations removed from ASE or ACO but still present in QIS.

The **QIS Overview** tab provides a high level view of survey results by Care Area. It indicates the Care Areas that had tags cited, whether the threshold for each Care Area was exceeded, and if there was surveyor intervention.

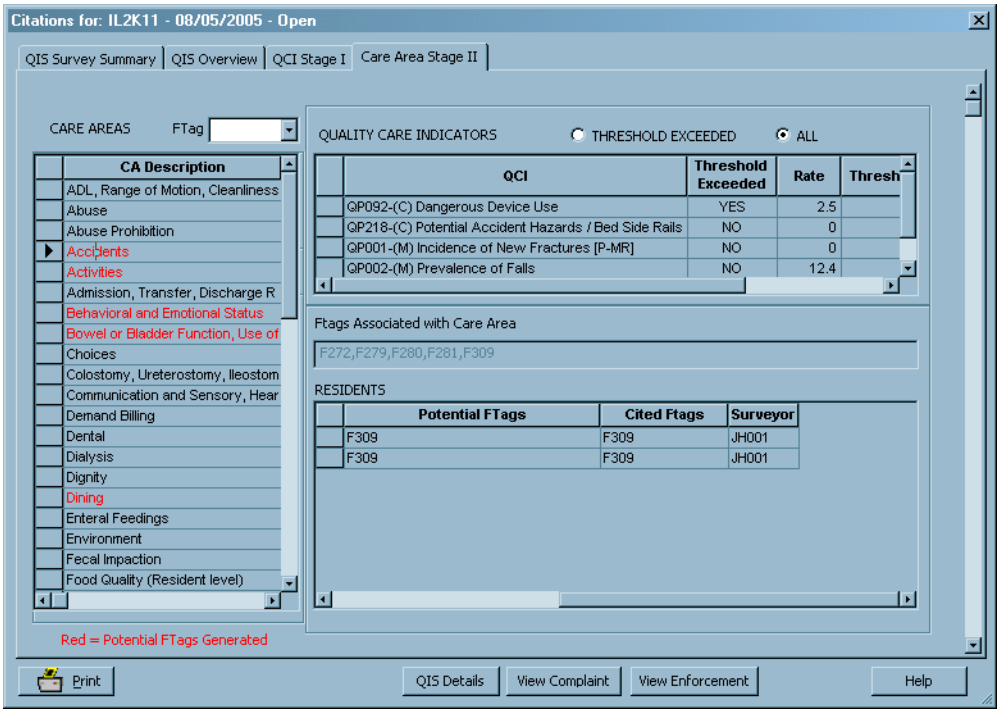


The **QCI Stage I** tab shows the QCIs that are calculated at the end of Stage 1. You can display all QCIs; filter them by sample type: MDS, Admission, Census; or list only those that were triggered. Select the QCIs individually to see the QCI Calculation for each as well as the Residents considered in the calculation for resident-specific QCIs. The QCI Category column indicates whether or not each resident met the threshold criteria for the selected QCI.

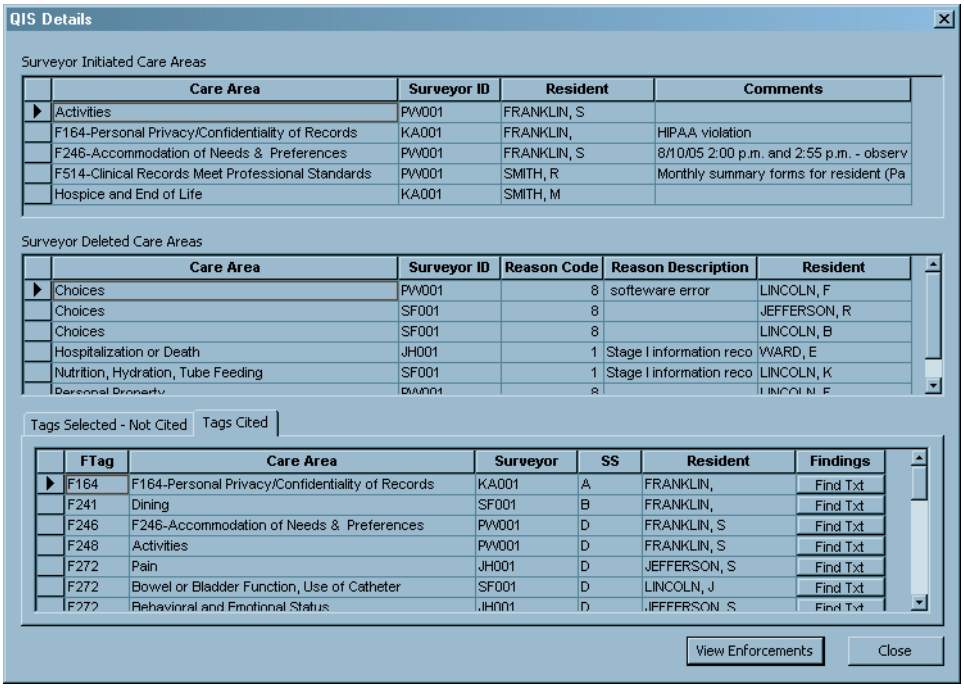


The **Care Area Stage II** tab shows the Care Areas that were triggered by Stage I of the QIS process and investigated in Stage II. For each of these Care Areas, Stage II details are provided.

Select the Care Areas individually to see the QCIs and Associated Ftags for each as well as Potential and Cited Ftags for those Care Areas that were identified as resident-specific and investigated during Stage II. You can filter Care Areas by Ftag and show all QCIs, or only those that exceeded the Threshold.



4 **For a detailed summary of how the QIS process was used to determine actual citations, click** QIS Details **at the bottom of the Citations dialog.**


QIS Details
Surveyor Initiated Care Areas
Care Area | Surveyor ID | Resident | Comments
Activities | PW001 | FRANKLIN, S
F164-Personal Privacy/Confidentiality of Records | KA001 | FRANKLIN, | HIPAA violation
F246-Accommodation of Needs & Preferences | PW001 | FRANKLIN, S | 8/10/05 2:00 p.m. and 2:55 p.m. - observ
F514-Clinical Records Meet Professional Standards | PW001 | SMITH, R | Monthly summary forms for resident (Pa
Hospice and End of Life | KA001 | SMITH, M
Surveyor Deleted Care Areas
Care Area | Surveyor ID | Reason Code | Reason Description | Resident
Choices | PW001 | 8 | softeware error | LINCOLN, F
Choices | SF001 | 8 | | JEFFERSON, R
Choices | SF001 | 8 | | LINCOLN, B
Hospitalization or Death | JH001 | 1 | Stage I information reco | WARD, E
Nutrition, Hydration, Tube Feeding | SF001 | 1 | Stage I information reco | LINCOLN, K
Tags Selected - Not Cited
Tags Cited
FTag | Care Area | Surveyor | SS | Resident | Findings
F164 | F164-Personal Privacy/Confidentiality of Records | KA001 | A | FRANKLIN, | Find Txt
F241 | Dining | SF001 | B | FRANKLIN, | Find Txt
F246 | F246-Accommodation of Needs & Preferences | PW001 | D | FRANKLIN, S | Find Txt
F248 | Activities | PW001 | D | FRANKLIN, S | Find Txt
F272 | Pain | JH001 | D | JEFFERSON, S | Find Txt
F272 | Bowel or Bladder Function, Use of Catheter | SF001 | D | LINCOLN, J | Find Txt
View Enforcements
Close

For Care Areas listed in the Surveyor Initiated Care Areas section, Stage I was skipped. For Ftags, both Stage I and Stage II were skipped.

Surveyor Deleted Care Areas overrode DCT's calculations from Stage I data that included them in Care Areas to be investigated in Stage II.

The Tags section includes all the tags selected for citation by DCT in Stage II and indicates whether or not each was actually cited.

- For a survey linked to an enforcement case, click View Enforcements to display the enforcement case.
- Click **Close** to return to the **Citations** dialog.

5 **For a survey linked to a complaint or enforcement case, click** View Complaint **or** View Enforcement **at the bottom of the Citations dialog to display the complaint or enforcement case.**

6 **For all tabs except QIS Survey Summary, click** Print **to print the data on the tab in report form.**

Task 36:Export archived QIS data from ACO

Once the QIS survey is complete, it should be removed from the QIS DCT and stored in ACO before another QIS survey begins. ASPEN and CASPER both provide high-level summary views of the information collected and entered for the survey in the QIS DCT. However, there may be occasions when you need to see full details of the QIS information after removing the survey from the QIS DCT and archiving it in ACO. In that case, an option is available that lets you transfer it from ACO for viewing in the QIS DCT.

The transfer process is in two steps as usual: export the QIS survey to a transfer file, import the QIS survey into the QIS DCT from the transfer file. The QIS Export option displays only for QIS surveys with QIS data.

Note: You can't use the regular Export function in ACO for a QIS survey with QIS data if you are exporting it in order to view it in DCT.

---

1. **On the Alpha, Type, or Cert/Survey tab, locate and right-click an archived QIS survey.**
2. **Select Send To/QIS Export.**
3. **In the Open dialog, click Open to accept the default transfer file location and name.**

   The file name is of the form Q-<event ID>.zip. You can change the default transfer file location but not the default file name.

   Messages indicate that QIS export is underway and then complete.

Task 37:Import and view archived QIS data in the QIS DCT

Once you have exported the archived QIS survey from ACO to a transfer file, you will open the QIS DCT in stand-alone mode. That is, you will start the QIS DCT directly instead of using

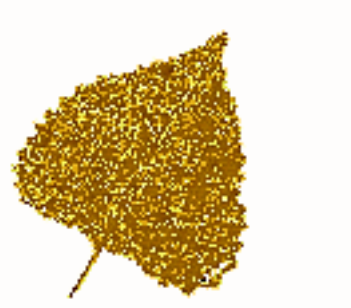
in ASE. Then you can import the archived QIS survey and view it in the QIS DCT.

The cross-references here are to the relevant procedures in the *QIS DCT Software User Manual*.

1. **Start the QIS DCT directly.**

   ☞ "Start Stand-Alone QIS DCT"
2. **Import the archived QIS survey and view it in the QIS DCT.**

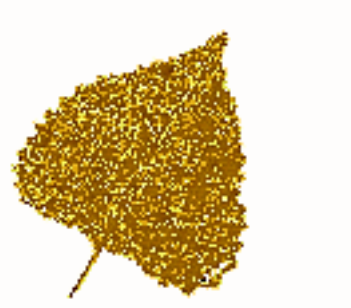
   ☞ Import and View an Archived QIS Survey



Troubleshooting

This section includes:

- ✔ **Troubleshooting tips for ASPEN 8.5Q**



Troubleshooting ASPEN 8.5Q

8.5Q/QIS DCT Configuration		
Problem/Error Message	**Cause**	**Fix**
"Can't find FF01FTags.mdb, QIS Data.mde, or QIS Field Data.mdb."	QIS DCT (Field Tool) is not installed to the default **C:\Program Files\QIS** folder.	Click **OK** and enter the correct location of the .mdb/.mde file. Or, run 8.5Q Install again and select the default Destination for QIS Field Tool.
QIS DCT doesn't start when called from ASE.	Access 2000 or 2000 RTE is not installed or path parameter is invalid or empty in QIS Settings (ASE). No message is sent from DCT indicating Access is missing.	Install Access 2000 or 2000 RTE on laptop. Or, enter correct path parameter in QIS Settings (System/System Configuration).
"The required file 'aspen.mdb' could not be found."	The ASE database (**aspen.mdb**) is not installed in the default folder assumed by QIS (**C:\Program Files\ASE\Data**).	Click **OK** and enter actual location of **aspen.mdb** in the next dialog.
Prompt asks you to enter the path to **aspen.mdb** the first time QIS is run.	The ASE database (**aspen.mdb**) is not installed in the default folder assumed by QIS (**C:\Program Files\ASE\Data)**	Enter actual location of **aspen.mdb**.
Survey team information entered in ASE doesn't appear on QIS DCT logon screen.	The path to the ASE database (**aspen.mdb**) specified to QIS conflicts with the ASPEN Workarea defined through ASE Config.	If not running ASE 8.5Q is from the default **C:\Program Files\ASE** folder, but this folder exists, rename it. Then start QIS DCT, get prompt to enter the path to **aspen.mdb**, enter actual location.

QIS Export/Import		
Problem/Error Message	**Cause**	**Fix**
“Cannot change the name of the QIS export file.”	QIS Export file must be named “Q-<eventID>.zip”.	Do not change default QIS Export filename, just select folder to place file in.
“Unable to compress files”	I/O error from WinZip	Delete the transfer file and try the export again.
SQL Error 3380 “Field ‘<field_name>’ already exists in table ‘survey’”	You selected multiple surveys in List view and exported them together.	Click **OK** and all surveys will be successfully exported. Or, export each survey separately to the transfer file.
"Cannot find temporary Windows directory."	Laptop configuration is not correct, or there is not enough space on the machine.	Set up temporary directory in Windows.
"Cannot open output file."	Laptop configuration is not correct, or there is not enough space on the machine.	Check permissions for the directory, check space, try another location.
"Unable to add to zip file."	Laptop configuration is not correct, or there is not enough space on the machine.	Check permissions for the directory, check space, try another location.
"Unable to encrypt zip file."	Laptop configuration is not correct, or there is not enough space on the machine.	Check permissions for the directory, check space, try another location.
"Unable to run query from QIS_EXPORT."	Laptop configuration is not correct, or there is not enough space on the machine.	Check permissions for the directory, check space, try another location.
"QIS Transfer Error: Cannot determine location of QIS database - no "S2KDataPath" setting in Alpinesetup table”	QIS Data Path incorrect or not specified in QIS Settings (ASE).	Add or correct QIS Data Path in QIS Settings (System/System Configuration).

QIS Export/Import		
Problem/Error Message	**Cause**	**Fix**
SQL Error 3127 "The INSERT INTO statement contains the following unknown field name: '<field_name>'."	You tried to import a QIS survey into ASE version 8.5, 8.2, or 8.1. Only ASE 8.5Q supports QIS surveys.	Import QIS surveys to ASE 8.5Q only. If a survey team is still using ASPEN 8.5, 8.2, or 8.1, surveys should not be exported from ACO as QIS.

QIS Survey		
Problem/Error Message	**Cause**	**Fix**
"QIS Tool is open."	You selected the Change Event ID option (for any survey, QIS or not) in ASE while the QIS Field Tool (QIS DCT) was open; or, you selected Load Cites in Citation Manager.	Close QIS DCT, then select the desired option.
"Event ID cannot be changed for a QIS survey."	You selected the Change Event ID option in ASE or ACO for a QIS survey.	Do not attempt to change the Event ID of a QIS survey.
"You cannot delete a QIS survey until the survey has been uploaded to ACO."	You attempted to delete a QIS survey from ASE that hadn't been uploaded to ACO.	Upload the survey to ACO, then delete it in ASE.

QIS Field Tool (QIS DCT)		
Problem/Error Message	**Cause**	**Fix**
QIS DCT seemed to hang after you chose an option on the Process MDS Data screen.	You chose **Process MDS Data Now**. The processing takes 15-25 minutes.	Do not select this option unless you are the Team Coordinator using the primary laptop to prepare data for Stage I. QIS DCT may hang if other programs are running on the laptop during this processing. Wait long enough for processing to finish, then kill the process (Ctrl+Alt+Del/End Task).

QIS Field Tool (QIS DCT)		
Problem/Error Message	**Cause**	**Fix**
"Microsoft Access can't delete <path>.mdb after compacting it."	The Access database **QIS Field Data.mdb** did not compress correctly when you closed QIS DCT.	To prevent this, keep the number of programs you are running simultaneously with ASPEN 8.5Q/QIS DCT to a minimum. To fix, go to the QIS directory (default is **C:\Program Files\QIS**) and rename db1.mdb to <path>.mdb.
"QIS Transfer Error: Cannot determine location of QIS database - no "S2KDataPath" setting in Alpinesetup table."	Attempted load of QIS citations failed because the QIS Data Path is incorrect or not specified in QIS Settings (ASE).	Add or correct QIS Data Path in QIS Settings (System/System Configuration).
"S2KToolPath parameter invalid ..."	QIS Tool or Load Cites failure because QIS Tool Path is incorrect or not specified in QIS Settings (ASE).	Add or correct QIS Tool Path in QIS Settings (System/System Configuration).
"S2KDataPath parameter invalid ..."	QIS Tool or Load Cites failure because QIS Data Path is incorrect or not specified in QIS Settings (ASE).	Add or correct QIS Data Path in QIS Settings (System/System Configuration).